

MINUTES
McLEAN COUNTY BOARD OF HEALTH
REGULAR MEETING – MARCH 9, 2016

MEMBERS PRESENT: Powell, Bowers, Buchanan, Ginzburg, Kerber, Naour, Owens, Reece, Tello, Turley, and Wollrab

MEMBERS ABSENT:

STAFF PRESENT: Howe, Anderson K, Anderson T, Aune, Coverston Anderson, Dreyer, Graven, Morris, McHugh, and Voss

CALL TO ORDER: Powell called the Board of Health meeting to order at 5:34p.m., with no corrections to the agenda.

PUBLIC PRESENT: Carlo Robustelli and Victoria F. Harris, McLean County Board; Jessica Woods, McLean County State's Attorney; Nicole Jones, MCHD Intern; and Sarah Koeller, AmeriCorps

MINUTES: Powell requested approval for the minutes of January 13, 2016. Wollrab stated that she had three corrections. Second paragraph, page 3 should read, "Having been on the County Board, she feels that there was a disconnect between the County Board and the Health Department at budget approval. More communication between the two would lead to a better understanding and help in approval." Last paragraph on page 3 should read, "Wollrab noted that she was horrified by the diseases in Illinois and bringing this type of information to the Health Committee would help give them a better understanding of these types of issues." Page 5, 2nd full paragraph should read, "Wollrab believes that if the reserve fund is depleted there may be the option that funds come out of the County reserves."

Owens/Buchanan moved and seconded the approval for the minutes of January 13, 2016, with the above noted corrections. Motion carried.

Reece noted that minutes should not be verbatim but should contain the approvals and general discussion of the meeting. Other Board members agreed.

CONSENT AGENDA:

1. Bills to be Paid –		<u>As of 2/1/16</u>	<u>As of 2/29/16</u>
Health Department	112-61	\$132,160.87	\$190,473.43
Dental Sealant	102-61	21,489.54	28,494.43
WIC	103-61	3,587.66	9,428.13
Preventive Health	105-61	1,038.30	2,939.17
Family Case Mngemt	106-61	11,501.44	24,736.26
AIDS/CD Control	107-61	1,000.79	9,973.96

Turley/Reece moved and seconded the approval for the Consent Agenda as printed. Motion carried.

COMMITTEE REPORTS: Powell reported that she had appointed an Ad Hoc Nominating Committee, composed of Kurt Bowers, David Naour, and her. Bowers presented the following slate of officers: President, Jane Turley; Vice President, Cory Tello; and Secretary, Cindy Kerber. Owens inquired if any of the terms were consecutive. They were not.

Powell asked if there were any nominations from the floor for the office of President. There were no additional nominations from the floor. Powell asked if there were any nominations from the floor for the office of Vice President. There were no additional nominations from the floor. Powell asked if there were any nominations from the floor for the office of Secretary. There was not at this point, nominations for officers were closed.

Powell explained that the Board of Health Bylaws didn't require election by ballot but voice vote. Powell asked if all members were in agreement with election of the slate of officers as presented. Members agreed, no one objected. Powell stated that the nominations are accepted and the slate of officers for the time frame July 2016 through June 2018 would be as follows: President, Jane Turley; Vice President, Cory Tello; and Secretary, Cynthia Kerber.

OLD BUSINESS: Howe noted that the draft copy of the FY2015-2019 Strategic Plan was sent to Board members through email. This sizeable document will be presented at the May 2016 Board meeting for approval. He explained that the document was a year long process which included special reviews for the Board and it was a document used for direction of the Health Department in the future.

Tello stated that it incorporated changes and was intended to be a responsive flexible plan.

5:45 p.m. Naour left.

Powell appreciated the time taken to prepare the Strategic Plan. Howe asked that the Board review and get any comments or changes to him by April 8th in time to be included in the review at the May 11, 2016 meeting.

NEW BUSINESS: Howe requested approval for the CONTRACTS/GRANT APPLICATIONS for March 2016, Attachment B, which contained a listing of all new contracts and grant applications requiring Board action that have been received or submitted since the last Board of Health meeting on January 13, 2016. He explained that one contract was an amendment. The three contracts and two renewal applications are on file for this reporting period. A summary of changes are listed at bottom of Attachment B.

Wollrab stated that she didn't feel comfortable voting on contracts that she had not seen or had not been reviewed by County Legal. Howe noted that all contracts use to be submitted in Board packets but that the Board members had requested a summary sheet explaining the information which saved copy costs, mailing costs, and staff time in preparation for the packet. These were actually renewals and not new contracts. In the event of new contracts those are sent to the County for appropriate contract language review. Howe also explained that Attachment B contained language noting that all contracts and/or grant applications may be reviewed in their entirety upon request.

Buchanan/Tello moved and seconded approval for the CONTRACTS/GRANT APPLICATIONS for March 2016 as printed. Motion carried.

Howe requested approval for pursuing the process of entering into a contract with Streamline Healthcare Solutions (SHS) who has a Software Package for both 553/377 reporting needs. Howe explained that a description of the 553/377 Streamline Healthcare Solutions (SHS) software package that was recently demonstrated to behavioral health staff, 377 Board members, several Board of Health members, and a select number of interested stakeholders. This is a web based automated application and reporting program designed specifically for behavioral health programs by SHS. Behavioral Health staff is asking for consideration of entering into a Professional Service Contract that would model the application of this web software to our behavioral health services and allow web based interaction between our staff and service applicants via the system. He noted that in the absence of Beavers this program would automate the quarterly report process.

Tello noted that Board members could access the reports in the program via a Website portal. Turley really liked the software and the flexibility of the query process; and the real advantage that staff didn't have to hand count all of the data. She appreciated that this software was being utilized by five other counties in Illinois. Turley summarized by stating that her favorite part of the software was the ability to generate ad hoc reports.

Tello liked the tracking of progress and the gathering of data among other features. She feels that compiling the data will be an important tool in the future.

Buchanan inquired clarification if the Board was approving the pursuit of getting a contract or the approval of a contract. Howe explained that the Board was being asked to pursue the process of entering into a contract not the approval of the contract that would be at a later date.

Buchanan inquired if there was money in the budget for this purchase. Howe noted that there was and it would be a simple line item adjustment. There was money in both Fund 110 and 112-60 for the purchase.

Tello inquired if this process required bidding out. Howe explained that the purchase wasn't over \$30,000 so we didn't have to go through the formal bid process and only required quotes, which staff received.

Buchanan inquired if there would be any additional concerns from the County towards entering into this purchase. Howe explained that the only question would be the contract document and the checking for appropriate legal language.

Tello inquired if this software would need to be approved by the County IT Department. Howe stated that it is a Web based program and server. There will be no need to download anything on to County computers. The data will be stored off-site.

Reece clarified that this approval was to pursue looking at the contract but not final action. Howe explained that if everything appeared to be in order and the County Legal and IT didn't have any objections he would hope to bring back for final approval.

Turley inquired about approving pending no contract concerns. Wollrab questioned again about getting multiple quotes. Howe stated that a number of companies were unable to provide quotes because this is a specific program tailored to behavioral health entities. Howe explained that approximately 98 entities use this program.

Owens inquired about where the corporate headquarters of SMS. Morris stated that it was Kalamazoo Michigan but five counties in IL are using this: Macon, Champaign, Oak Park Township, St. Clair, and McHenry Counties.

Questions again were asked about using County IT and getting approval from Craig Nelson. Howe reiterated that it was a Web based program and nothing would be installed on County servers and no support would be needed from IT.

The question of whether funded agencies could access the program and could enter their data without health department employees having to do the work was asked. Turley noted that was correct and there is a secure access so that the providers couldn't see each other's data.

Discussion continued about the additional available components, maintenance, and support. The company is very sensitive to budget needs and develops the program to individual needs.

Owens inquired how soon we could get a contract for review. Howe explained that he would hope shortly because we need to move forward with the new funding cycle. Morris stated within two weeks. Howe reported that the County would only be reviewing the contract language.

Owens/Wollrab moved and seconded to have the contract reviewed and approved by County Legal and IT and a special meeting scheduled to approve by the Board of Health at another date. Motion did not carry. Bowers wanted to go ahead with the vote for the contract pending review. A roll call vote was taken with Ginzburg, Owens, Reece, and Wollrab voting yes to the motion and Bowers, Buchanan, Kerber, Tello, and Turley voting no.

It was determined that there were 4 yes votes and 5 no votes. Tello amended the motion.

Tello/Bowers moved and seconded to approve going ahead with the stipulation that County IT and County Legal review the contract and it meets the needs of behavioral health staff.

Wollrab stated that she didn't feel comfortable approving a contract that she has not seen. Tello respected Wollrab and understood her concerns. Discussion continued.

Owens/Reece moved and seconded to table the motion until the contract could be reviewed and be brought back to the Board for approval. Motion carried.

Howe requested approval to the McLean County Health Department Fee Resolution contained in Attachment D. Staff is requesting the Fee Resolution be amended to reflect the rising costs of immunization vaccines to the Health Department and adjusting the charges for STD services that have never been amended to levels billable under private insurance companies. Howe noted that these amendments will bring our Fee Resolution in line with costs and billable service levels.

Owens inquired why this approval isn't brought to the County Board. Howe explained that only enforcement ordinances are required for County Board approval.

Owens/Buchanan moved and seconded approval to the McLean County Health Department Fee Resolution. Motion carried.

Howe shared a copy of the Monthly Activity Summary Report, Attachment E, which was prepared after Chairman McIntyre requested the information for the Health Committee. After a review of what other County Departments routinely prepare for their County Committee's this document was prepared for routine activity. Staff will prepare the document for submission to the Health Committee.

Howe shared the Illinois Department Human Services (IDHS) response to program reviews, Attachment, F. Howe noted that three associations; IAPHA, IPHA, and the Northern Illinois Public Health Consortium (NIPHC) had requested that the IL Department of Human Services suspend program reviews that are supported by state funds until after a budget is adopted.

The reply simply stated that given the extraordinary circumstances there are state statutes that they must comply with in regard to certification reviews which must be

completed every two years. In essence, the program reviews will be conducted but IDHS will take into account the unique budget difficulties LHD's are experiencing during the reviews.

Howe included in the packet, Attachment G, a program anecdote from the Health Department Dental Clinic staff. He noted that the Children's Dental Clinic, which treats children under the age of 18, Monday through Thursday, is making a positive impact in the community.

Reece shared her appreciation noting that dental health in children is a big issue.

DIRECTOR'S REPORT: Nothing additional.

STAFF REPORTS: Anderson K reported for the Maternal Child Health Division noting that her report was on packet pages 10 through 13. Anderson noted that the new recommendation from the United States Preventative Services Task Force is to screen pregnant and postpartum women for depression; research specific to the WIC population shows how maternal depression can be a barrier to program participation and enormous stress in their lives. Anderson K explained that the WIC and FCM program have been screening pregnant and postpartum clients for depression since 2004. This information helps validate what these programs have been offering clients.

Anderson K explained that the nutrition staff moved into exam rooms at the first of the year. This allows greater versatility during low staffing or high client volume times as the nutrition staff are able to conduct program intake in the exam rooms. She reported that each one of the nutritionists took ownership of their space.

Anderson K was pleased to report that the division received praise from Children's Hospital of Illinois's NICU staff on how well we educate our pregnant clients on breastfeeding. The NICU staff also stated that they don't see that level of knowledge from women coming from other area WIC agencies.

Wollrab congratulated Anderson and her staff but questioned the WIC caseload numbers being down. Anderson K explained that caseload numbers continue to be down, but the report comparing FY15 and FY16 are not identical time periods. FY15 reflects three months of data while FY16 only two. Staff has continued to be creative with advertisement on buses, increased hours, and the window posters. However, the WIC program is seeing about 100 less clients each quarter. Tello inquired if that was still the case with other WIC agencies. Anderson K stated that it was.

Anderson T discussed the increase in Private Sewage Disposal Permits issued noting that these are usually a result of a septic evaluation which reveals an illegal or undocumented disposal system.

Anderson T explained that the Tanning program is holding at 15 tanning establishments in McLean County and another facility is closing in April of this year.

Anderson T reported the State labs are discontinuing water sample testing for non-community water program and how it relates to routine sampling which is required. Part of the problem with the changing of labs is that the samples are time sensitive. The water being tested needs to be tested within 36 hours from the time the sample is drawn.

Anderson T explained that the State has not submitted the Non-Community Water Supply Total Coliform Rules to JCAR and Local Health Departments will be required to follow the Federal rules. The process for State to receive approval for their proposed Total Coliform rule will take at least 45 days for public comment and response and another 60 to 90 days or maybe the end-of-the year for final approval.

Tello inquired if the Department has done all we can. Anderson T noted that we have.

Reece congratulated the Environmental Health about the accolades shared in *The Pantagraph*, about the recent Web update on restaurant inspections.

Reece questioned the State not following through with the guidelines. Anderson T stated that the Division was just informed and they didn't have enough information. There will be more information as it is known.

Howe explained that with Beavers out-of-town attending the Behavioral Health Training and Technical Assistance Conference there wasn't a Behavioral Health report.

Dreyer reported that the Administration Division report for January 1, 2015 through December 31, 2015 was on packet pages 18 through 20. Dreyer explained that 2015 was a busy year for the Health Department with the expansion of the community flu clinics, increased activity in the immunization clinic, the implementation of the new Food Program software in Environmental Health, and the electronic medical record system in the clinics. Through all of this the revenue and expenses stayed consistent with each other and resulted in 94% of the budgeted revenue being collected and 93% of the budgeted expense being used. Dreyer explained that the expense side of the budget saw increases but the increases were proportionate to the increases in revenue.

Coverston Anderson reported for the Community Health Services Division and discussed the report on packet pages 21 through 27. She explained the 2015 yearly total of VFC vaccines provided demonstrated a 15.7% increase in comparison to 2014 and due in part to several VFC private providers unable to provide VFC vaccines and sending them to the Health Department.

Coverston Anderson stated that staff had been busy handling calls concerning the Zika virus. She noted that a conference call was held on February 19, 2016 to share CDC and IDPH recommendations for travelers. Staff continues to field calls regarding testing and forwards documents to health care providers.

Coverston Anderson explained that the weekly Mumps conference calls were re-instituted for stakeholders and a total of 5 occurred between mid-January and the end of February. Cases are leveling off.

Coverston Anderson reported that there have been no active TB cases in 2014 or 2015 but latent TB infection clients continue to be followed. She explained by providing medication and case management to these individuals it prevents conversion to active TB. She explained the cost difference of providing treatment to an uncomplicated active TB case at \$17,000 versus a person with latent TB and case management at about \$582 for a 12 week course.

Coverston Anderson discussed the Quality of Life grant and hi-risk clients being tested and treated.

Coverston Anderson explained the MRC Unit Activity Summary Report on page 27 which displays that the Medical Reserve Corp volunteered 417 hours in 2015 and the economic value of their contribution was \$13,911.28.

Coverston Anderson explained that on page 22 she referred to the HE Monthly Report 2015, which noted the many health education programs and materials provided to the Community. The report was left out but that she would be sharing this data in future packets. She also explained that the top 3 health priorities out of the IPLAN/Community Assessment Collaboration Efforts are: appropriate access to health care, behavioral health, and obesity.

Tello inquired about geo-mapping and if that will figure into the data. Aune explained that Healthy Community Institute breaks out ER and hospitalization rates at the zip code level. It is helpful and provided data that the Department didn't have access to. The partnerships with both of the hospitals and United Way have been beneficial.

BOARD ISSUES: Owens shared interest in reviewing the Board of Health Bylaws and suggested that maybe a sub-committee could be appointed to look at them. He stated that he would be happy to head that committee. Buchanan also expressed interest.

The question of a joint meeting with the Health Committee was brought up. Powell explained that she was contacted by Susan Schafer, Chairperson of the Health Committee about a date and time. Many of the Board members knew nothing about this joint meeting. Powell stated that should would reach out to Schafer and find out about an agenda for the meeting.

Wollrab inquired about the Mental Health Advisory Board and if all spots had been filled. Morris explained that there were nine members and that there had been two "Meet and greet" opportunities. Morris stated that during the "Meet and Greet" meetings the members were polled for future meeting availability. The consensus was Friday a.m. was the best day. Therefore, the MHAB meeting has been tentatively scheduled for April 8, 2016 at 8:30 a.m. Beavers will send out the meeting notice. Morris noted that there will be an orientation at the meeting.

ADJOURN: Reece moved and the Board of Health meeting was adjourned at 7:42 p.m.